



# CURRENT JOB OPENINGS

as of 5/1/2023 11:17 AM

For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs). Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.

## **BUILDING SERVICES SUPERVISOR II (DPW) – 05.19.2023**

The Building Services Supervisor II directs, supervises, and coordinates all maintenance and custodial activities in the Department of Public Works (DPW) operated buildings, along with administrating, monitoring, and evaluating contracted custodial services.

## **CODE ENFORCEMENT INTERN (DNS) – 06.02.2023**

Under the direction of the Code Enforcement Supervisor, the Code Enforcement Intern (CEI) performs code compliance inspections and conducts public information programs within a designated geographic area.

## **COLLEGE INTERN (ASSESSOR'S OFFICE) – 05.05.2023**

The College Intern assigned to the Appraisal and Administrative Divisions of the Assessor's Office assists staff with research projects, develops reports, and provides departmental support services.

## **CRIME ANALYST I (MPD) – 05.12.2023**

Under the direction of the Commanding Officer and/or the Crime and Intelligence Manager, the Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity. The Crime Analyst may be assigned to the Office of Management, Analysis and Planning (OMAP), the Fusion Division, or the Milwaukee Police Department (MPD) Districts.

## **CRIME AND INTELLIGENCE MANAGER (MPD) – 05.02.2023**

Under direction of the Office of Management, Analysis & Planning (OMAP) Commander, the Crime and Intelligence Manager supervises a staff of strategic and tactical analysts who perform short- and long-term analysis of crime trends, crime patterns, and crime series, as well as collect and interpret data and statistics using quantitative and qualitative methods. In the performance of this role, the Crime and Intelligence Manager has a direct impact on Milwaukee Police Department (MPD) geographic commands and investigations as well as outside agencies at the local, state, and federal levels.

## **CUSTOMER SERVICE REPRESENTATIVE III (DER) – Continuous**

As frontline service provider, a Customer Service Representative III (CSR III) ensures customer satisfaction by performing clerical and customer service functions such as responding to inquiries and requests for services via telephone and in person, scheduling service appointments, and handling cashing or teller duties.

## **CUSTOMER SERVICE REPRESENTATIVE III-BILINGUAL (DER) – Continuous**

As frontline service provider, a Customer Service Representative III-Bilingual (CSR III-Bilingual) ensures customer satisfaction by performing clerical and customer service functions such as responding to inquiries and requests for services via telephone and in person, scheduling service appointments, handling cashing or teller duties, and providing Spanish-English interpretation and translation for staff and the public.

## **DISTRICT CODE ENFORCEMENT SUPERVISOR (DNS) – 05.19.2023**

The District Code Enforcement Supervisor directs, coordinates, develops, and supervises an inspection staff in the City of Milwaukee to ensure neighborhoods are maintained to prevent deterioration, while keeping and improving the health, safety, and overall quality of life for the residents and business owners and preserving property values.

## **ELECTRICAL INSPECTOR (DNS) – Continuous**

The Electrical Inspector conducts electrical systems inspections in commercial, industrial, and residential buildings to ensure compliance with applicable codes.

## **ELEVATOR INSPECTOR (DNS) – Continuous**

The Elevator Inspector conducts inspections of passenger and freight elevators, chair lifts, accessible lifts, escalators, moving walks, and dumbwaiters. These inspections take place in commercial and industrial buildings to ensure that equipment installed in the City of Milwaukee complies with federal, state and local codes. Inspection work includes testing elevators and reviewing plans or specifications for new or existing elevator installations.

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**ENGINEERING TECHNICIAN I & II (DPW) – 04.28.2023**

Engineering Technicians perform functions in one or more of the following areas: construction, transportation, environmental, traffic and water engineering.

**EQUIPMENT MECHANIC IV (DPW) – 06.02.2023**

The Equipment Mechanic IV maintains, repairs, and inventories the machinery, shop equipment, power tools, and hand tools both at the Milwaukee Water Works (MWW)-Distribution field headquarters and at field locations.

**FLEET ACQUISITION MANAGER (DPW) – 05.05.2023**

The Fleet Acquisition Manager is responsible for the management and oversight of Department of Public Works (DPW), Milwaukee Police Department (MPD), and other City Department fleet-related acquisitions activities; the incumbent administers the continuous evaluation and improvement of approximately 4,000 City fleet vehicles, pieces of equipment, and assets, worth over \$263 million.

**FLEET MAINTENANCE TECHNICIAN (DPW) – 05.12.2023**

Fleet Maintenance Technicians maintain and repair heavy and light City of Milwaukee fleet equipment, including installing tires, towing, and performing related field work. FMTs are vital to ensuring the safe and secure daily operations of DPW garage and fueling facilities, including performing property maintenance and snow removal. Some FMTs serve in a lead worker capacity.

**GRADUATE INTERN (DCD) – 05.19.2023**

The Graduate Intern supports the Planning Division of the Department of City Development (DCD) by carrying out a variety of research, analysis, and community engagement tasks related to land use, urban design, zoning, and neighborhood planning and engagement.

**HVAC MAINTENANCE TECHNICIAN (DER) – Continuous**

The HVAC Maintenance Technician repairs, replaces, adjusts, and maintains equipment related to facilities for the City of Milwaukee.

**INVENTORY ASSISTANT II (DPW) – 05.19.2023**

The Inventory Assistant receives and disburses materials, supplies and equipment to Department of Public Works (DPW) employees and contractors, ensuring that the work crews have what they need in order to provide essential services to the City of Milwaukee residents, visitors, and businesses.

**IT SUPPORT ASSOCIATE (DOA) – 05.26.2023**

Under the general direction of the Information Services Manager, the IT Support Associate provides information technology (IT) services through the ITMD help desk and prepares new servers, desktop computers and software applications for deployment.

**LIBRARY SERVICES MANAGER-BUSINESS/TECHNOLOGY (MPL) – 05.05.2023**

Responsible for the provision of high-quality services at Bus/Tech public service points and management of the selection, maintenance, and development of the Milwaukee Public Library's (MPL's) related collections, the **Library Services Manager-Business/Technology** provides oversight of the Business, Technology, Science and Periodicals (Bus/Tech) Unit.

**LIBRARY SERVICES MANAGER-RARE BOOKS ROOM (MPL) – 05.05.2023**

The **Library Services Manager-Rare Books Room** provides oversight for the Krug Rare Books Room unit and develops unit priorities, objectives, and work plans for the preservation of collections and development of associated services.

**OFFICE ASSISTANT II – MPD (MPD) - 05.02.2023**

The City of Milwaukee Police Department employs Office Assistant IIs in various divisions. Under supervision, the Office Assistant IIs type letters, reports, records, and other documents and perform a variety of clerical duties.

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**OFFICE ASSISTANT III – MPD (MPD) - 05.02.2023**

Under the supervision of an Office Supervisor and sworn staff, Office Assistant IIIs support the efficiency of MPD units by performing difficult and responsible clerical work requiring a command of administrative procedures, automated systems, and departmental policies and procedures.

Office Assistant IIIs deliver superior customer service, exercise independent judgment, and may serve as lead workers and trainers for a small team of clerical staff.

**OFFICE ASSISTANT IV/III/II (DER) – 05.02.2023**

Office Assistant IIs, IIIs, and IVs assist with operational efficiency by serving customers and providing clerical support.

Office Assistant IIs generally perform receptionist duties, type documents, input data, maintain records, and distribute mail.

Office Assistant IIIs and IVs perform increasingly responsible and complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Depending upon the assignment, they may coordinate calendars for departmental managers, serve as lead workers and trainers for clerical staff, and perform cashiering duties.

**OPERATIONS DRIVER/WORKER (DPW) – Continuous**

The Operations Driver Workers provide professional driving and critical manual laboring functions, including municipal solid waste and recycling collection, street sweeping, snow and ice control, and operation of heavy equipment for the Department of Public Works.

**PLAN EXAMINER II & PLAN EXAMINER III (DNS) – Continuous**

The Plan Examiner II and the Plan Examiner III examine plans, specifications, and other data pursuant to federal, state and local regulations, for the construction of new structures and buildings and proposed alterations, additions, and repairs to existing structures and buildings and related mechanical systems.

*The position will be filled at the level of Plan Examiner II (PG 2GN) or Plan Examiner III (PG 2JN) depending upon the qualifications of the candidate and the needs of the Department of Neighborhood Services. Eligible candidates who successfully complete the selection process will be placed on the highest-level eligible list for which they qualify.*

**POLICE DISTRICT ADMINISTRATIVE ASSISTANT (MPD) – 05.02.2023**

The Police District Administrative Assistant (PDAA) works in a district station serving residents and performing various support duties.

**POLICE RECORDS SPECIALIST I (MPD) – 05.02.2023**

The Police Records Specialist I serves as a key subject matter expert in the classification and coding of crime reports processed by the Milwaukee Police Department (MPD) and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI).

**PUBLIC HEALTH NURSE 1 (MHD) – Continuous**

Public Health Nurses at the City of Milwaukee Health Department (MHD) engage in a variety of population-based and individual nursing activities in homes, schools, clinics and community settings designed to assure that health care is accessible and available to residents. Nursing assignments may be in one of the following programs: Empowering Families of Milwaukee (EFM), Parents Nurturing and Caring for their Children (PNCC), Communicable Disease, Tuberculosis Prevention and Care, Home Environmental Health, Milwaukee Breast and Cervical Cancer Awareness and Sexual and Reproductive Health.

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**PUBLIC HEALTH SOCIAL WORKER 1 (MHD) – Continuous**

Under the direction of the Empowering Families of Milwaukee (EFM) Program Manager, the Public Health Social Worker (PHSW) functions as part of a multi-disciplinary case management team that focuses on the psychosocial needs of families.

**PURCHASING AGENT (DOA) – 05.19.2023**

The Purchasing Agent is responsible for managing the full procurement cycle for a large volume of a diverse group of goods and services, ensuring that all procurements comply with specifications, City government ordinances, policies, procedures, and ethical business practices.

**SENIOR WATER TREATMENT PLANT OPERATOR & WATER TREATMENT PLANT OPERATOR (DPW) – Continuous**

The Water Treatment Plant Operator and Senior Water Treatment Plant Operator operate a water treatment plant and distribution pumping system to meet production requirements for high quality, sufficient drinking water, with a focus on pump, treatment and chemical filtration changes, plant integration and overall process control.

**WATER DISTRIBUTION LABORER (DPW-MWW) – 05.26.2023**

PURPOSE: The Water Distribution Laborer locates and repairs valve and service access boxes in the Milwaukee Water Works (MWW) water distribution system for both routine maintenance and on an emergency basis. The Water Distribution Laborer also assists Water Distribution Utility Investigators in conducting routine and emergency investigations.

**WATER DISTRIBUTION REPAIR WORKER I (DPW-MWW) – Continuous**

The Water Distribution Repair Worker I serves as part of a crew that repairs and maintains the water distribution system to ensure that customers have quality, sufficient water with minimal interruption.

**WATER METER TECHNICIAN (DPW) – Continuous**

The Water Meter Technician installs, tests, exchanges, removes, and performs on-site repair of water meters and the attached electronic transmitting devices in private residences and businesses throughout the Milwaukee Water Works (MWW) service area.

**WATER PLANT STEAMFITTER (DPW-MWW) – Continuous**

The Water Plant Steamfitter installs and repairs water mains, piping systems and valves, gauges, controls, and regulators in water treatment plants, pumping stations and booster stations.

**WATER PLANT MACHINE REPAIRPERSON and WATER PLANT MACHINERY MECHANIC and WATER PLANT FACILITY MECHANIC (MWW) – Continuous**

These first shift positions are within the Milwaukee Water Works (MWW) treatment plants and pumping stations. MWW offers work assignments and training opportunities to encourage promotion through this job series.

The Water Plant Machine Repairperson provides journey-level machine repair expertise and serves as the lead worker for the preventive maintenance, repair, removal and installation of all mechanical equipment in the MWW facilities. This is the final phase in the promotional series for the water plants machine repair personnel.

The Water Plant Machinery Mechanic independently performs system-wide installation, preventive maintenance and repair duties on medium-duty water system equipment. The Water Plant Machinery Mechanic assists skilled trades personnel in performing complex and/or heavy-duty assignments. This is the second phase in the promotional series for water plants machine repair personnel.

The Water Plant Facility Mechanic performs minor maintenance repairs to all MWW system equipment and assists skilled trades personnel as needed. This entry-level position is the first in the three-step promotional series for Water Plants machine repair personnel.

Eligible candidates who successfully complete the selection process will be placed on the highest level, eligible list for which they qualify.

**How to learn about City of Milwaukee employment opportunities:**

INTERNET: [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)

**E-MAIL:** [www.milwaukee.gov/jobs/enotifyjobs](http://www.milwaukee.gov/jobs/enotifyjobs)

*Subscribers receive an e-mail when a new job announcement is posted (includes Fire and Police).*

**PHONE:** (414) 286-5555 (24-hour recording – updated as needed)

**IN PERSON:** Job announcements are posted on a bulletin board outside of Room 706 in City Hall; **however**, applications are accepted **online only**. Office hours are weekdays; 8:00 a.m. – 4:45 p.m.

***Other employment opportunities:***

- **School Crossing Guard:** For an application call the Milwaukee Police Department at (414) 935-7995.
- **Election Workers:** For an application go to: [www.milwaukee.gov/HelpMilwaukeeVote](http://www.milwaukee.gov/HelpMilwaukeeVote)
- **Housing Authority:** [www.hacm.org/about-us/human-resources/employment-opportunities](http://www.hacm.org/about-us/human-resources/employment-opportunities)
- **Compete Milwaukee, Transitional Jobs Program:** call **UMOS** at (414) 389-6000 or for more information go to [www.milwaukee.gov/CompeteMilwaukee](http://www.milwaukee.gov/CompeteMilwaukee)